



ERNEST ORLANDO LAWRENCE  
BERKELEY NATIONAL LABORATORY  
***Office of the Chief Financial Officer***

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## Signature Authorization System (SAS)

The Berkeley Laboratory Signature Authorization System lists the names of employees (and approval levels) authorized to approve the following types of costs:

Purchase Requisitions	Travel Expense Vouchers
Stores	Conference Fees
Job Orders	Off-Site Training
Contract Labor	Employee Reimbursements

Please forward questions and your request for; signature authority; changes; and/or additions-deletions in SAS to Linda Brown via e-mail ([LLBrown@lbl.gov](mailto:LLBrown@lbl.gov)).

*Note: Signature authority is **Not** required for **Certifiers***

Laboratory operational transactions, in the areas of Finance, Personnel, Purchase Requisitions, Stores, Job Orders, Travel, and General Items, are listed at **Signature Authority Guidelines for Operational Transactions** on the Financial Services Department website: <http://www.lbl.gov/Workplace/CFO/SAS/sigauth.html>

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## Request for Signature Samples

The Laboratory Signature Authorization System (SAS) identifies employees authorized to approve financial transactions and their approval limits, such as the following:

- Accrual requests
- Procurement requisitions
- Requests for issuance of check
- Resource adjustments

All requests for signature authority for Laboratory employees in the Signature Authorization System (SAS) database are required to complete the attached "Signature on File Form"(SOF).

Please return a completed SOF form to the Accounts Payable Department at MS 937-0200.

Attachment: SOF Form



**RETURN TO:**  
**ACCOUNTS PAYABLE: MS 937-0200**  
**Attention: Nida Payopay**

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*FOLD TO HERE and STAPLE*

**SIGNATURE ON FILE**  
**(SOF Form)**

Name: \_\_\_\_\_ Extension: \_\_\_\_\_  
Please Type or Print

Division/Department: \_\_\_\_\_ Mailstop: \_\_\_\_\_

Please provide signature four (4) times:

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